

Summer Work Travel 2013

1. [Eligibility](#)
2. [Scheduling visa interviews](#)
3. [Application package](#)
4. [Application quality: Form DS-160](#)
5. [What should applicants do on the interview day?](#)
6. [Program start and end dates. Grace period](#)
7. [Visitor Safety](#)

1. Eligibility

- **Eligible** for participation:
 - Full-time university students.
 - Second degree students.
 - Medical students or medical interns are considered to be working toward their degree.
- **Not eligible** for participation:
 - Vocational school students including colleges with a III-IV level of accreditation, unless they can demonstrate that studies will ultimately lead to a degree from a full-time post-secondary academic institution.
 - Correspondence students (Студенти заочної форми навчання)
 - PhD students.
 - Non-students.

2. Scheduling visa interviews

You need to schedule your SWT visa appointment either online at <http://www.ustraveldocs.com/ua> or through the call center (call **(044) 383-8066** in Ukraine or (703) 988-7107 in the United States). Our first interview date this year is Tuesday, January 29; our last interview day is Friday, May 24.

Steps to schedule an appointment

1. **Receive DS-2019.** U.S. sponsors must ship all DS-2019s forms directly to the [local agency](#) or the applicant.
2. **Complete the DS-160 form and print out the confirmation page.** Please submit **ONLY ONE** DS-160 form. Please make sure that all information on the DS-160 is correct before submitting the form. If you are not sure about any information, it is better to save the form and then **retrieve it** to fill out any missing or unknown information later. If you filled out several DS-160 forms, you need to choose the correct one and provide the barcode number of the correct form when scheduling visa appointment. **Once the form is submitted no corrections can be made. Please complete the DS-160 form accurately according with the instructions outlined below.**
NOTE: If you fail to provide a complete package of required documents or do not properly complete your online application form, your application will be temporarily refused and you will have to schedule a new appointment.
3. Visit <http://www.ustraveldocs.com/ua>, select your visa type (J-1), and print out the deposit slip for the visa application fee amount.
4. **Pay the application (MRV) fee** at a Raiffeisen Bank branch in Ukraine.
 - Applicants must bring a deposit slip for their visa class in order to pay at the bank.
 - Payment must be made in cash and only in Ukrainian Hryvnia.
 - Applicants must retain their receipt number in order to schedule an appointment.
5. Create your profile at <http://www.ustraveldocs.com/ua>. Schedule a visa interview appointment at <http://www.ustraveldocs.com/ua> or through the Call Center (044) 383-8066 or (703) 988-7107 in the United States using your visa fee payment receipt and DS-160 confirmation number.
 - Important: Applicants must wait at least 5 hours after payment to schedule an appointment.
 - Choose a TNT document delivery office for passport pick up.**NOTE: You MUST bring your appointment confirmation letter to your visa interview, otherwise you will experience serious delays when entering the Embassy. This is one of MULTIPLE documents you will need in the interview. See the full list below.**
6. **Pay the SEVIS fee.** You must pay the SEVIS fee prior to the visa interview. This fee is non-refundable and non-transferable to other people.
http://ukraine.usembassy.gov/sevis_fee.html
7. **If you are unable to attend** the interview, you must **cancel the appointment.** <http://www.ustraveldocs.com/ua/ua-niv-appointmentschedule.asp#changingappointments>

3. Application package

Documents required for all SWT visa applicants:

- Original international passport
- Original student grade book or transcript
- Original university student identity card

All the below-mentioned documents must be stapled together in the exact numerical order:

1. Confirmation page of DS-160 (Please print out only the first page with the barcode number and make sure it is clear and not corrupted)
2. Original DS-2019
3. Proof of SEVIS Fee payment
4. Confirmation letter from university
5. Proof of medical insurance
6. Copy of the job offer
7. Two copies of your student ID

NOTE: If you forget to bring any of these documents, your visa application ***could be delayed!***

4. Application quality: Form DS-160

You can complete the application form at <https://ceac.state.gov/genniv>

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Online Nonimmigrant Visa Application (DS-160)

Application ID

OMB CONTROL NUMBER:
FORM NUMBER: DS-160
EXPIRATION DATE: 4/30/2011
ESTIMATED BURDEN: 75 MIN

Personal Information 1

NOTE: Data on this page must match the information as it is written in your passport.

Surnames
IVANOV
(e.g., FERNANDEZ GARCIA)

Given Names
IVAN
(e.g., JUAN MIGUEL)

Full Name in Native Alphabet
IBAHOB IBAH

☐ Does Not Apply/Technology Not Available

Help: Given Names
If your passport does not include a given name, please enter 'FNU' in Given Names.

Help: Other Names

Q: Have you ever used other names (i.e., maiden, religious, ...)

Getting Started
Personal
Personal 1
Personal 2
Address and Phone
Passport
Travel
Travel Companions
Previous U.S. Travel
U.S. Contact
Family
Work / Education / Training
Security and Background



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Online Nonimmigrant Visa Application (DS-160)

Personal Information 2

Getting Started

Personal

Personal 1

Personal 2

Address and Phone

Passport

Travel

Travel Companions

Previous U.S. Travel

U.S. Contact

Family

Work / Education / Training

Security and Background

Nationality

UKRAINE

Q: Do you hold or have you held any nationality the one indicated above on nationality?

A: ☐ Yes ☒ No

National Identification Number

KB123456

☐ Does Not Apply

U.S. Social Security Number

- - ☐ Does Not Apply

U.S. Taxpayer ID Number

☐ Does Not Apply

Help: Identification Numbers

Your National ID Number is a unique number that your government provides. The U.S. Government provides unique numbers to those who seek employment (Social Security Number) or pay taxes (Taxpayer ID).

Please make sure that nationality (citizenship) is entered correctly

Please put the number of the internal passport into the National identification number field.



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Online Nonimmigrant Visa Application (DS-160)
Application ID

Getting Started
Personal
Address and Phone
Passport
Travel
Travel Companions
Previous U.S. Travel
U.S. Contact
Family
Work / Education / Training

Passport Information

Passport/Travel Document Type
REGULAR

Passport/Travel Document Number
EO001001

Travel Document Information
The travel document you will be using when traveling to the U.S. Your travel document should be a valid, unexpired passport or other valid, unexpired documentation that is sufficient to establish your identity and nationality.

Please make sure that the passport number is entered correctly (Please make sure to differentiate between the letter "O" and the number "0").

6

to access previously entered data.

Q: Is your Mailing Address the same as your current address?

A: ☒ Yes ☐ No

Please indicate all contact information (all phone numbers, e-mail etc.)

Phone

Primary Phone Number

+380442222222

Secondary Phone Number

+380505555555

☐ Does Not Apply

Work Phone Number

+380939999999

☐ Does Not Apply

You must provide a primary phone number. The primary phone number should be the phone number at which you are most likely to be reached; this could be a land line or a cellular/mobile number. If you have an additional land line or a cellular/mobile number please list that as your secondary phone number.

Email Address

Email Address

ivanov@ivanov.com

☐ Does Not Apply

(e.g., emailaddress@example.com)

[Back: Personal](#)

[Save](#)

[Next: Passport](#)



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Online Nonimmigrant Visa Application (DS-160)

Application ID

U.S. Point of Contact Information

- ✓ Getting Started
- ✓ Personal
- ✓ Address and Phone
- ✓ Passport
- ✓ Travel
- ✓ Travel Companions
- ✓ Previous U.S. Travel
- U.S. Contact**
- Family
- Work / Education / Training
- Security and Background
- Student/Exchange Visa

Contact Person or Organization

Supervisor's name

Contact Person

Surnames

JOHN

Given Names

DOE

Employer's name

Organization Name

JOHN'S GRILL

☐ Do Not Know

Relationship to You ⓘ

EMPLOYER

Help: Contact

Your U.S. Point of Contact can be any individual in the U.S. who knows you and can verify, if necessary, your identity. If you do not personally know anyone in the U.S., you may enter the name of the store, company, or organization you plan to visit during your trip.

Address and Phone Number of Point of Contact

Help: Navigation Buttons

Click on the buttons above to access previously entered data.

Address and Phone Number of Point of Contact

U.S. Street Address (Line 1)

WAITER; \$7.5; 40

U.S. Street Address (Line 2) *Optional

5850 KYIV PLACE

WASHINGTON

DISTRICT OF COLUMBIA

ZIP Code (if known)

20521-5850

(e.g., 55555 or 55555-5555)

Phone Number

(202)501-4444

(e.g., (555)555-5555)

Email Address

john@johnsons@com

☐ Does Not Apply

(e.g., emailaddress@example.com)

- Position title
- Wage per hour
- Work hours per week

Completion of this field is mandatory

Data must be separated by semicolons

Wage should be in \$#, ## format as shown in example

Site of activity (working address)

Email address of U.S. point of contact

Telephone number of U.S. point of contact

[Back: Previous U.S. Travel](#)

[Save](#)

[Next: Family](#)



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Online Nonimmigrant Visa Application (DS-160)

Application ID

✓ Getting Started

✓ Personal

✓ Address and Phone

✓ Passport

✓ Travel

✓ Travel Companions

✓ Previous U.S. Travel

✓ U.S. Contact

Family ▶

■ Relatives

Work / Education / Training

Security and Background

Student/Exchange Visa

Family Information: Relatives

NOTE: Please provide the following information for all relatives who are adopted, please provide the following information.

Please indicate all information about your parents and relatives. Do not put "don't know" or "N/A" as an answer.

Father's Full Name and Date of Birth

Surnames

IVANOV

(e.g., Hernandez Garcia)

☐ Do Not Know

Given Names

IVAN

(e.g., Juan Miguel)

☐ Do Not Know

Date of Birth

01 JAN 1967

☐ Do Not Know

(Format: DD-MMM-YYYY)

Q: Is your father in the U.S.?

A: ☐ Yes ☒ No

Help: Navigation Buttons

Click on the buttons above to access previously entered data.

If you have any relatives in the States, you must answer these questions affirmatively and indicate who lives in the U.S., as well as their immigration status.

Mother's Full Name and Date of Birth

Surnames

(e.g., Hernandez Garcia)

☐ Do Not Know

Given Names

(e.g., Juanita Miguel)

☐ Do Not Know

Date of Birth

☐ Do Not Know

(Format: DD-MMM-YYYY)

Q: Is your mother in the U.S.?

A: ☐ Yes ☒ No

Q: Do you have any immediate relatives, not including parents, in the United States?

A: ☐ Yes ☒ No

Q: Do you have any other relatives in the United States?

A: ☐ Yes ☐ No


Help: Immediate Relatives

Means fiancé/fiancée, spouse (husband/wife), child (son/daughter), or sibling (brother/sister).

◀ Back: U.S. Contact

Save

Next: Work/Education/Training ▶



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REVIEW

SIGN

Online Nonimmigrant Visa Application (DS-160)

Application ID

✓ Getting Started

✓ Personal

✓ Address and Phone

✓ Passport

✓ Travel

✓ Travel Companions

✓ Previous U.S. Travel

✓ U.S. Contact

✓ Family

Work / Education / Training ▶

■ Present

Previous

Additional

Security and Background

Student/Exchange Visa

Present Work/Education/Training Information

NOTE: Provide the following information for your current employment or education.

Primary Occupation ⓘ

STUDENT

Select "STUDENT" from drop-down list

Present Employer or School Name

TARAS SHEVCHENKO NATIONAL UNIVERSITY

Name of University

Present employer or school address:

Street Address (Line 1)

64-13 VOLODYMYRSKA ST.

Street Address (Line 2) *Optional

City

KYIV

Address and telephone number of university

Help: Navigation Buttons

Click on the buttons above to access previously entered data.

- Year of study
- Date of attendance
- Date of graduation

Completion of this field is mandatory

Data must be recorded in the same format as shown in example

State/Province

☒ Does Not Apply

Postal Zone/ZIP Code

01601

☐ Does Not Apply

Phone Number

0442393333

Country/Region

UKRAINE



Monthly Income in Local Currency (if employed)

☒ Does Not Apply

Briefly describe your duties:

YEAR OF STUDY: 3
DATE OF ATTENDANCE: 01-SEP-2010
DATE OF GRADYATION: 20-JUN-2014

◀ Back: Family

Save

Next: Work/Education: Previous ▶



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Online Nonimmigrant Visa Application (DS-160)

Application ID

Security and Background: Part 2

NOTE: Provide the following security and background information. Provide complete and accurate answers to all questions that require an explanation. A visa may not be issued to persons who are within specific categories defined by law as inadmissible to the United States (except when a waiver is obtained in advance). Are any of the following applicable to you? While a YES answer does not automatically signify ineligibility for a visa, if you answer YES you may be required to personally appear before a consular officer.

Q: Have you ever been arrested or convicted for any offense or crime, even though subject of a pardon, amnesty, or other similar action?

A: ☐ Yes ☐ No

Q: Have you ever violated, or engaged in a conspiracy to violate, any law relating to controlled substances?

A: ☐ Yes ☐ No

Q: Are you coming to the United States to engage in prostitution or unlawful commerce in sex or have you been engaged in prostitution or unlawful commerce in sex within the past 10 years?

You are required to tell us on your DS-160 if you have ever been arrested by the police. Information on arrests in the U.S. is available to consular officers at the time of visa interviews. Please do not make this mistake—false statements on a U.S. visa application are a serious matter and may result in a visa denial.

✓ Getting Started

✓ Personal

✓ Address and Phone

✓ Passport

✓ Travel

✓ Travel Companions

✓ Previous U.S. Travel

✓ U.S. Contact

✓ Family

✓ Work / Education / Training

Security and Background

Part 1

■ **Part 2**

Part 3

Part 4



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Online Nonimmigrant Visa Application (DS-160)

Application ID

Upload Photo

Confirm Photo

Help: Navigation Buttons

Click on the buttons above to access previously entered data.

Upload Photo

Click on the Upload Your Photo button below to access our photo submission system. Once there you will be given instructions on how to supply an approved photo for your Visa application. After you have selected the photo to upload and the system verifies the photo is acceptable, you will return to "Confirm Photo" to continue the application process.

Make sure photo meets all quality standards listed on the web-page of the U.S. Embassy in Kyiv at <http://ukraine.usembassy.gov/niv-photo.html>

If the applicant fills in the form with the help of an agency representative, you must indicate the name of the agency on the application.

Preparer of Application

Q: Did anyone assist you in filling out this application?

A: ☐ Yes ☐ No

E-Signature

I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Enter your Passport/Travel Document Number:

Enter the code as shown:



Click the button below to electronically sign your application:

Sign and Submit Application

◀ Back: REVIEW

Save

Next: Confirmation ▶



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5. What should applicants do on the interview day?

- Arrive 15 minutes prior to the appointment time.
- Make sure all documents are in order and stapled.
- Make sure to read supplemental pamphlet available at <http://www.travel.state.gov/pdf/Pamphlet-Printer.pdf>
- Go through security check at the guard's station.
- Receive a numbered ticket.
- Submit document package to the Consular staff member, get fingerprints scanned.
- Wait for the visa interview.
- Interview with a Consular Officer.



Please, be aware that bags, purses, cosmetics, mobile phones, iPods, memory sticks and other electronic devices cannot be taken into the Consular Section. It is the applicant's responsibility to store personal belongings.

6. Program start and end dates. Grace period

- Program dates for Ukraine: **May 2 – August 31, 2013.**
- Summer Work and Travel participants have to complete their exchange programs and return to Ukraine no later than the beginning of the Ukrainian University academic year.
- Summer Work and Travel participants may remain in U.S. for up to 30 days ("grace period") after completion of the exchange program, but no later than **August 31, 2013.** The grace period has to be used for domestic travel within the U.S. and/or to prepare for and depart from the United States, and for no other purpose. SWT participants cannot re-enter the U.S. after the program end date indicated on the DS-2019.

7. Visitor Safety

- JVISAS@STATE.GOV: This email address should be used to report problems or abuse to the Department of State.
- **All J-1 exchange visitors are required to read WWTVPRA Pamphlet** (The William Wilberforce Trafficking Victims Protection Reauthorization Act) prior to the visa interview. The pamphlet is available at <http://www.travel.state.gov/pdf/Pamphlet-Printer.pdf>

Please note that SWT visa processing will be put on hold for up to 15 business days after your visa interview. Please plan accordingly. Passport delivery takes at least 3 business days. If the visa is approved, you will pick up your passport at the TNT office chosen at the time of your registration.